



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: April 8, 2025
Report Number: 2025-063
Subject: Firefighter Recruitment

Recommendation

THAT Council receives Report – Fire Fighter Recruitment

AND THAT Council directs the CAO to start the recruitment of the following positions:

- Fire Training Officer/Firefighter
- Fire Department Administrator/Firefighter
- Fire Department Public Educator/Inspector/Firefighter

AND THAT Council authorizes the CAO to obtain assistance from Ward & Uptigrove for the recruitment process.

Executive Summary

Purpose

To obtain Council approval and direction on the recruitment of three firefighters by the Town of Grand Valley.

Key Findings

The Grand Valley and District Fire Board sees the need to recruit three full-time firefighters to perform various duties while being available for emergency calls during business hours. They would like the Town of Grand Valley to employ these firefighters at the Board's cost.

Financial Implications

Recruitment costs and employment costs will be covered by the Grand Valley and District Fire Board, until such time as the Board dissolves, at which time the municipality will cover the costs.

Report**Background**

In the recently completed Fire Master Plan, the need for additional fire service expertise was identified, along with the need to ensure at least minimal coverage available during normal business hours, Monday through Friday, when it has occasionally been difficult to have enough volunteers available to respond. It was recommended that the department recruit full-time officers who would be both firefighters and serve an additional role during business hours, including public education, inspections, department administration, and officer training.

Discussion

Upon review of the Fire Master Plan, the Grand Valley and District Fire Board agreed with this recommendation. However, the Board acknowledged that there may come a time when the Board is no longer operating so the firefighters may not be able to work for the Board. They are therefore asking if Grand Valley would consider hiring the firefighters, and the Board would cover the costs of recruiting and employing the firefighters until the Board dissolves.

The job descriptions for the three positions are attached to this report. If Council agrees to hire the firefighters as proposed, the salary and benefits will be determined in consultation with our existing benefits providers and placed on the Town's compensation grid. The Board asks that these positions be filled as soon as possible, so the job advertisement will be posted as soon as Council authorizes the posting. The details of Board compensation and employment contracts will be worked on while during the posting period (typically 2-3 weeks for new, external positions). The Board also agreed that the Fire Chief would be available to assist with recruitment.

The CAO would request the assistance of Ward & Uptigrove Human Resources services to assist with recruitment and onboarding, in consultation with the Fire Chief.

Financial Impact

There is consensus among the Fire Board members that they will reimburse the Town for all costs incurred for these three positions, including:

- Recruiting
 - o Advertising costs
 - o HR consultant time for assisting with posting advertisements, collecting applications, screening, interviewing and onboarding
- Equipping
 - o computer equipment and licenses
 - o cell phone
 - o additional firefighting gear
- Paying
 - o salary/hourly wage
 - o OMERS pension contributions
 - o Benefits coverage

An agreement or Memorandum of Understanding between the Board and the Town should be executed that specifies how this arrangement will work, and this agreement should be in place before the firefighters start working.

Consultations

Attachments

Attachment 1 – Job Description: Training Officer/Firefighter

Attachment 2 – Job Description: Administrator/Firefighter

Attachment 3 – Job Description: Public Educator/Inspector/Firefighter

This report was submitted by

Meghan Townsend
mtownsend@townofgrandvalley.ca.

This report was approved by

Meghan Townsend
Chief Administrative Officer/Clerk
519-928-5652 extension 222